

There is however, no restriction in regard to the amount leave on half pay on medical certificate that can be granted to a contract officer at any one time.

(3) When a contract Officer, is appointed as a regular probationer in Government service, the earned leave to his credit on the last day of his contract period shall be credited to his leave account, subject to a maximum of thirty days.

*(Finance Memo. No. 15792, C.S.R.-56-2, dated 19th March 1956.)*

## ANNEXURE VII.

*Executive Instructions regarding Casual Leave.*

[See ruling (3) under Rule 85.]

### ORDINARY CASUAL LEAVE.

**1. Casual leave is not provided for in the Fundamental Rules and is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under the Fundamental Rules or the Tamil Nadu Leave Rules, 1933.**

**2. No Government servant may, in any case, be absent on casual leave for more than @twelve days in the course of one calendar year. Casual leave may be combined with compensatory leave, Sundays, or other authorized holidays provided that the resulting period of absence from duty does not exceed ten days. The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year, does not mean that an officer is entitled to take the full amount of casual leave as a matter of course. †If the eleventh and subsequent days are incidentally declared as holidays on account of natural calamities, death of national leaders, bandhs, strikes, a change in the date of the festival as per the announcements made by religious heads during religious occasions, etc., a Government servant who is on casual leave or compensatory leave may avail himself of those days also eventhough the period of absence exceeds ten days.**

@*[G.O. Ms. No. 704, P. & A.R. (FR 3), Dept., dt 8-7-1985, w.e.f. 1-6-1985.]*

†*[G.O. Ms. No. 309, P. & A.R. (DO II) Dept., dt. 16-8-1993.]*

*Note (1).*—In the case of Government servants appointed under emergency provision and who are likely to be ousted at any time, their eligibility for casual leave shall be calculated with reference to the period actually spent on duty and shall be Proportionately limited. As a working principle, they may be granted two days casual leave for every two months service and such leave may be combined with holidays subject to the maximum prescribed in the above instructions.

*(G.O. Ms. No. 1122, Finance, dated 26th November 1959.)*

*Note (2).*—Casual leave may be granted for half-a-day at a time on application. In such cases, the half-a-day period should be either three hours from the commencement or before the closure of office hours.

*(G.O. Ms. No. 907, Finance, dated 21st July 1970.)*

3. Heads of departments should intimate their intension or taking casual leave to Government in the department concerned.

4. A register of casual leave taken should be maintained in every office.

5. Omitted.

6. Omitted.

*[G.O. Ms. No. 802, P. & A.R. (FR. 3), Dept., dt. 14-8-85.]*

### II. SPECIAL CASUAL LEAVE.

**7. (a). Special casual leave not counting against ordinary casual leave may be granted to a Government servant in the following circumstances:—**

**(i) When he is detained in a plague camp on the way to rejoin duty.**

(ii) When he is ordered by the head of his office to absent himself from duty on the certificate of a medical officer on account of the presence of infectious disease in his house, provided no substitute is appointed and no extra cost to Government is involved. If, however, a substitute is necessary, ordinary leave debitable to the leave account of the Government servant should be granted. The grant of special casual leave involving the appointment of substitute in all other cases requires the sanction of Government which will be accorded only when the absence is for less than 30 days and the subordinate concerned draws a pay of less than Rs. 100 per mensem, and has no ordinary leave to his credit.

Note.—1. When the Government servant himself catches the infection, regular leave under the Fundamental Rules must be taken for the period of absence.

**2. The diseases “ Rabies” is treated as infectious diseases for the purpose of the grant of special casual leave.**

*[G.O. Ms. No. 223, F & AR (FR. IV) Dept., dated 9-9-1998, w.e.f. 3-6-1997.]*

**Leave under this head shall not ordinarily be granted for a period exceeding 21 days, but in exceptional cases, it may be granted upto thirty days.**

*(G.O. No. 225, dated 6th April 1936, M.G. Finance, Memo. No. 26125—C.S.R.2, dated 31st October 1936.)*

3. Omitted.

*[G.O. Ms. No. 223, P. & A.R. (FR IV) Dept., dt. 9-9-98 w.e.f. 3-6-1997.]*

**4. Power has been delegated to the District Medical officer, Civil surgeons in-charge of independent stations, Superintendents of hospitals and Principals of Medical Colleges, Director of King Institute, Guindy and Chemical Examiner to grant special casual leave in respect of non-medical staff under their control.**

*(G.O. Ms. No. 75, P.H., dated 8th January 1946.)*

5. Omitted.

*[G.O. No. 223, P. & A.R. (FR. IV) Dept, dt. 9-9-1998, w.e.f. 3-6-1997.]*

**6. If a member of the work-charged establishment of the public Works Department in Irrigation Projects is precluded from attending to his normal work by the health and medical authorities, on account of infectious disease in his house, the period of absence shall be debited to his leave account, if any, and the balance shall be treated as special casual leave with wages.**

*(G.O. Ms. No. 1205, Finance, dated 31st October 1960.)*

**(iii) When he is summoned to serve as an assessor to give evidence while on duty or on leave, before a Court or a Court Martial in the Indian Union or Foreign Territory as a witness in civil and criminal cases, in which his private interests are not in issue or at departmental enquiries.**

*(G.O. Ms. No. 1630, Finance, dated 28th December 1957.)*

Note.—The cases of Government servants on leave preparatory to retirement or leave refused under Fundamental Rule 86 or leave on medical certificate will however be considered on merits as and when each such case arises.

*(G.O. Ms. No. 1185, Finance, dated 27th October 1958.)*

**(iv) When, with the permission of the director of medical Services, a medical officer is absent from his headquarters for a period up to a limit of ten days at a time on business connected with the Universities, the leave to cover the total period of absence necessary.**

*(G.O. Ms. No. 870, Finance, dated 18th November 1926.)*

*(G.O. No. 920, P.H., dated 5th April 1934 and G.O. No. 2090, P & H., dated 5th September 1934.)*

Note.—In the case of medical officers serving on their own accord as examiners in the Universities of other States, the period of their absence from duty should be treated as regular leave and not as special casual leave.

This does not apply to medical officers who at the special request of the Government of India or State Government are deputed by the Government to undertake work on behalf of Universities outside the State.

*(G.O. No. 812, P.H., dated 4th April 1930.)*

**(2) The period during which medical officers are absent with the permission of the Director of medical Services from their headquarters in order to attend the meetings of the Madras Medical Council should be treated as special casual leave.**

*[G.O. No. 110, P.H. (L.S.G.), dated 16th January 1934.]*

*Note.*—The piece work establishment in the government Press, Madras are not ordinarily entitled to wages for the days on which they do not work. The following are however, exceptions to this rule:—

**(i) Payment and leave allowances to the extent provided for in the rules issued with G.O.No. 310, Finance, dated 10th May 1934.**

**(ii) Average wages during the period of special casual leave.**

*(Finance Memo. No. 23163-pen-1, dated 15th August 1935 and No. 3880, Pen-1, dated 29th November 1935.)*

**(vi) In case he is a member of the Indian Institute of Public Administration, New Delhi or its Branches and is desirous of participating in the authorised meetings or seminars of the Institute or of its Regional branches, leave not exceeding six working days in each calendar year plus the minimum period required for the to and fro journeys.**

*(G.O. Ms. No. 688, Finance, dated 19th June 1969.)*

**(vii) When, with the permission of the Director of Public Health a medical officer including an Assistant Director of Public Health or a Health Officer is absent from his headquarters on business connected with a university the leave to cover total period of absence necessary.**

*(G.O. Ms. No. 1041, Finance, dated 19th August 1963.)*

**(b) In the cases coming under clauses (i) to (iv) above when the absence from duty exceeds the period which may reasonably be treated as casual leave under the discretion vested in the head of the office, the Government servant may be granted for the entire period of absence such regular leave with leave-salary as may be due to him and thereafter extraordinary leave. In the case coming under clause (v) the excess over one month of the period of absence should be treated as regular leave and debited to the leave account.**

**(c) (1) Special casual leave may be allowed to a government servant participating in sporting events for a period not exceeding 30 days in a calendar year. The period of absence in excess of 30 days shall be treated as regular leave of the kind admissible under the relevant rules applicable to the persons concerned. For this purpose, Government servants may, as a special case, be permitted to combine special casual leave with regular leave but not with regular casual leave.**

**He may be permitted to prefix or suffix or both, the government holidays with Special Casual Leave.**

*(G.O. Ms. No. 216, Personnel and Administrative Reforms, dated 14th March 1983—With effect from 8th October 1982.)*

**(2) The purposes for which and the conditions under which special casual leave may be granted are indicated below. The special casual leave may be allowed only—**

**(a) for participating in sporting events of national or international importance; and**

**(b) when the Government servant concerned is selected for such participation—**

(i) in respect of international sporting events by way National Sports Federation or association recognised by All-India Council of Sports and approved by the Ministry of Education;

Or

(ii) in respect of events of national importance when the sporting event, in which participation takes place, is held on an Inter-state, Inter-Zonal or Inter-Circle basis, and the Government servant concerned takes part in the event in a team as a duly nominated representative on behalf of the State, Zone or Circle, as the case may be.

*Note.*—The Heads of Departments may grant special casual leave to non-gazetted Government servants under their control and by the respective administrative departments of the Secretariat in other cases for participation in sporting events for a period not exceeding 30 days.

*(G.O. Ms. No. 1206, Finance, dated 31st October 1960.)*

**(3) The concession shall not be allowed for participation either in a national or international sporting event which the Government servant concerned participates in his personal capacity and not in a representative capacity.**

*(Finance Memo. No. 37987-C.S.R.-2, dated 23rd May 1955.)*

**(4) The concession of granting special casual leave for a period not exceeding 30 days in a calendar year may be extended to.—**

(i) those Government servants whose services are utilised by the National Sports Federation/Associations and recognized by the All-India Council of Sports and approved by the Ministry of Education, for the coaching or administration of teams participating in sports events of national or International importance, and

(ii) those Government servants who are selected or sponsored by such Federation/Association for attending any All-India coaching or training Scheme such as the coaching or Training Course at the national Institute of Sports, Patiala.

*[G.O. Ms. No. 1268, Pub. (Gen-M.), dated 8th August 1963.]*

**(d) (i) The period of absence from duty of Government servants occasioned by their interview, medical examination, etc., in connection with their joining the Army, Air force Reserve, Indian Fleet Reserve, Territorial Army, Indian Naval Reserve and Indian naval Volunteer Reserve, Auxiliary Air Force or Air Defence Reserve, as the case may be shall be, treated as special casual leave:**

**Provided that this concession shall be admissible only in cases where it may not be possible for the Government servants concerned to attend to their duties after the said interview, medical examination, as the case may be:**

Provided further that, if a Government servant withdraws his candidature at the interview or medical examination aforesaid he shall not be entitled to any special casual leave.

**(ii) A Special casual leave not exceeding 15 days to ex-servicemen boarded out of service on medical grounds and re-employed as civilians for appearing before the Resurvey Medical Boards inclusive of transit period in both ways for reassessment of the disabilities shall be granted and a certificate to the effect that they have actually appeared before the Resurvey Medical Board should later be obtained from each member of such ex-servicemen and filled in the casual leave account of the individual concerned.**

*[G.O. Ms. No. 937, Finance (F.R.I.), dated 24th August 1976. w.e.f. 17.7.1975]*

**8. Casual leave cannot ordinarily be taken in combination with any leave recognized by the Fundamental Rules, with joining time or the vacation. Heads of departments may, however, sanction such combination in special cases provided there is no evasion of the rules for instance, when an officer, obliged to be absent owing to the prevalence of infectious disease in his house and placed on special casual leave, himself contracts the illness and has to be granted regular leave in continuation.**

*(G.O. No. 406, Finance, dated 7th May 1923 and G.O. No. 51, Finance, dated 19th January 1926.)*

*Note 1.*—When a period of special casual leave is recommended by the Health Officer and it intervenes two spells of leave under the Fundamental Rules, special casual leave may be combined with the regular leave.

*(Home department memo. No. 45561-A-45-2, dated 2nd January 1946.)*

*Note 2.*—In cases where a Government servant takes regular leave in continuation of special casual leave granted under instruction 7(a) (ii) he should hand over charge on the fore-noon of the date of commencement of regular leave. If special casual leave is availed of in continuation of regular leave, the individual should take over charge of his post on the expiry of the special casual leave, subject to the Audit Officer being informed in the case of Group A and B Officers that he was granted special casual leave in continuation of regular leave. If the special casual leave is sandwiched between two spells of regular leave, the charge should be handed over on the forenoon of the date of commencement of the first spell of regular leave and the Government servant should take over charge of the post on the expiry of the second spell of the regular leave subject to the Audit Officer being informed in the case of Group A and B Officers that he was granted special casual leave in continuation of the first spell of regular leave.

*(G.O. Ms. No. 864, Finance, dated 4th August 1965.)*

**9. The grant to a Government servant of casual leave other than special casual leave or of permission to avail himself of holidays should not ordinarily result in any appreciable extra expenditure to the Government. Care should be taken to see that no Government servant is allowed to proceed on casual leave or avail himself of holidays frequently if he has actually to be relieved on such occasions and the payment of travelling allowance to another office thereby becomes necessary.**

*(G.O. No. 104, Finance, dt. 11th April 1940.)*

**10. Probationary sub-Inspectors of Police should be allowed as a special case special casual leave not exceeding six days in addition to the usual casual leave admissible to them during their training year before they proceed to join the district in which they have to serve. This extra casual leave should not be debited to their ordinary casual leave account.**

*(G.O. No. 1014, Home, dated 29th March 1945.)*

**11. Special Casual Leave not exceeding eight days may be granted to men Government servants who undergo sterilisation operation and twenty days to married women Government servants, who undergo non-puerperal sterilisation operation during ordinary time, i.e., not immediately after confinement in any hospital in this state.**

*[G.O. Ms. No. 702, Finance, (F.R.), dated 5th June 1973.]*

**Special Casual Leave for a period of six days may be granted to those employees of Government and Local Bodies including those employed in the aided educational institutions and also those covered by the provincialised work charged establishment who undergo vasectomy operation for the second time, in the event of failure of sterilisation operation, on production of Medical certificate to the effect that the first operation was a failure and that a second operation was actually performed.**

*[G.O. Ms. No. 323, Finance (F.R.-I), dated 20th March 1976.]*

**The leave to be sanctioned under this rule may be prefixed or suffixed or sandwiched with any kind of regular leave.**

*[G.O. Ms. 1356, Finance (F.R.-I), dated 22nd October 1974.]*

**Special Casual Leave not exceeding twenty days may be granted to married women Government servants who are appointed temporarily and who have not completed the period of one year service, when they undergo puerperal sterilisation operation.**

*[G.O. Ms. No. 229, Personnel and Administrative Reforms (F.R. III) Department, dated 10th March 1982—With effect from 14th September 1981.]*

**“Special Casual Leave not exceeding seven days shall be granted to a Government servant whose wife undergoes puerperal or non-puerperal sterilisation operation. This leave shall be**

**granted only on the production of a medical certificate from the Medical Officer who performs of the Government servant is essential to look after his wife during her convalescence after such operation”.**

*[Vide G.O. Ms. No. 470, P&AR (FR.SPL), dated 14-11-1990 w.e.f. 20-1-1977.]*

**“Special Casual Leave not exceeding seven days shall be granted to a Government servant whose spouse undergone sterilisation operation for a second time in the event of the failure of the first operation.**

**(ii) The Special Casual Leave shall commence from the date following the date of such operation.”**

*[Vide G.O. Ms. No. 470, P&AR (FR.SPL) dated 14-11-1990 w.e.f. 16-3-1988.]*

**“(iii) The Special Casual Leave shall be granted by the Heads of Departments or as the case may be, the subordinate authorities who are competent to sanction regular leave”.**

*(Vide G.O. Ms. No. 264, P&AR (FR.SPL.), dated 24-7-1991 w.e.f. 22-2-1982.]*

**12. Special Casual Leave for one day may be granted to married women Government servants, on written application for the Intra Uterine Contraceptive Device insertion.**

**The special casual leave shall be sanctioned for the day of insertion of the Device.**

*(G.O. Ms. No. 105, Finance, dated 9th February 1968.)*

**13. The entire period of absence of Government servants called out for Home Guard duties shall be treated as Special Casual Leave.**

*(G.O. Ms. No. 289, Personnel and Administrative Reforms, dated 29th March 1984—with effect from 2nd November 1983.)*

## **ANNEXURE VIII.**

### **Statutory Service Rules.**

**1. Wherever a continuous period of duty is prescribed as probation in the service rules framed by the Tamil Nadu Government, leave taken by a probationer constitutes a break in the continuity of probation.**

**2. The period of joining time availed of by a probationer on return from leave should be counted towards the prescribed period of probation if but for the leave, he would have continued to officiate in the post to which he was appointed.**

*[G.O. No. 1443, Public (Services), dated 10th July 1941.]*

*Note.*—The absence on gazetted holidays and no compensatory leave which are permitted to be affixed and prefixed to any kind of leave other than casual leave cannot be counted as duty for purpose of probation.

*(G.O. Ms. No. 1182, Finance, dated 10th September 1957.)*

**3. In connection with a question which arose as to how the imposition of the penalty of reduction to a lower post or time-scale specified in rule 8 (iv) of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules would affect the seniority, etc., of the punished Government servant on repromotion to the original post or time-scale, the Government of India have decided as follows:—**

**(1) While reduction of seniority as an independent penalty not provided for in the rules, cannot be imposed as such, the loss of seniority as a result of an order of reduction to a lower post or time-scale being inherent in the order of reduction, cannot be avoided;**